

Receiving Clerk

Research Nurse

ACS Assistant (Two positions) (T)

ACS Assistant (Two positions)

Shipment Assistant

Visa Clerk (T)

Visa Clerk

FSN#2010/37

Receiving Clerk

OPEN TO: All Interested Candidates

POSITION: Receiving Clerk, FSN-6; FP-8

OPENING DATE: May 7, 2010

CLOSING DATE: May 20, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Receiving Clerk in its General Services Office/Property & Supply (GSO/P&S) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for the receipt, inspection, and preparation of documentation of all Government properties. Supervise the receiving assistants to receive, inspect, and barcode label for NEPA before delivery those items to each agency.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years of full time post secondary study at college or university (high vocational school or equivalent); (2) A minimum of three-year experience in supply or related field; (3) Level III (Good working knowledge) speaking/ reading/writing in English and Thai; (4) Good working knowledge of supply instructions and procedures which apply to warehousing; (5) Able to operate Microsoft Office applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT.

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MAY 20, 2010

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FSN#2010/38

Research Nurse

OPEN TO: All Interested Candidates

POSITION: Research Nurse, FSN-7; FP-7

OPENING DATE: May 7, 2010

CLOSING DATE: May 20, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Research Nurse in Behavioral Science Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Perform nursing functions in the evening at an on-site research clinic in a large hospital in connection with medical research studies on HIV/AIDS. Duties involve physical examinations of study participants and collection of laboratory specimens, interviewing, counseling of subjects, giving standard treatment and care, and the completion of study forms and related records reviews are also key elements of the position.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in nursing; (2) Two years of experience working in hospitals with progressive responsibility that includes biomedical or public health research, coordinating programs, and interacting with personnel from other agencies or institutions; (3) Must be registered/licensed to practice nursing in Thailand; (4) Level III (Good working knowledge) speaking/ reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (5) Must be able to counsel and interview study subject effectively.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 20, 2010

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FSN#2010/39 (T)

ACS Assistant (Two positions)

OPEN TO: All Interested Candidates

POSITION: ACS Assistant, FSN-7; FP-7 (Trainee)

OPENING DATE: May 7, 2010

CLOSING DATE: May 20, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of ACS Assistant in the Consular Section located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a case worker, working both independently and with consular officers to provide assistance to American citizens facing a wide variety of difficulties including destitution, arrest and imprisonment, deaths, estate, medical and emotional problems, immigration, tax and custom problems, welfare/whereabouts inquiries, other legal matters, and other difficulties encountered with Thai authorities. Provide specific assistance on cases involving extraditions, deportations and other matters of mutual legal assistance. Occasionally during crisis, required to work odd hours.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mattayom 6 or equivalent); (2) At least two years of progressively responsible work experience in customer service, administration, office support, or public contact with independent action and initiative or other closely related experience; (3) Must complete or demonstrate ability to complete the FSI courses before being eligible for the full performance level; (4) Level IV (Fluent) speaking/reading/writing English and Thai; (5) General computer skills, including fast, accurate typing; (6) Must have knowledge or demonstrate ability to acquire knowledge of Thai criminal, civil, and administrative law and procedure, particularly immigration and tax regulations.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 20, 2010

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FSN#2010/39

ACS Assistant (Two positions)

OPEN TO: All Interested Candidates

POSITION: ACS Assistant, FSN-8; FP-6

OPENING DATE: May 7, 2010

CLOSING DATE: May 20, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of ACS Assistant in the Consular Section located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a case worker, working both independently and with consular officers to provide assistance to American citizens facing a wide variety of difficulties including destitution, arrest and imprisonment, deaths, estate, medical and emotional problems, immigration, tax and custom problems, welfare/whereabouts inquiries, other legal matters, and other difficulties encountered with Thai authorities. Provide specific assistance on cases involving extraditions, deportations and other matters of mutual legal assistance. Occasionally during crisis, required to work odd hours.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mattayom 6 or equivalent); (2) At least two years of progressively responsible work experience in customer service, administration, office support, or public contact with independent action and initiative or other closely related experience; (3) Must successfully pass the FSI course in special consular services; (4) Level IV (Fluent) speaking/reading/writing English and Thai; (5) General computer skills, including fast, accurate typing; (6) Must have knowledge of Thai criminal, civil, and administrative law and procedure, particularly immigration and tax regulations.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 20, 2010

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FSN#2010/41

Shipment Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-8; FP-6

OPENING DATE: May 7, 2010

CLOSING DATE: May 20, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling a full range of shipment activities including arranging and facilitating incoming and outgoing shipments; requesting customs clearance for household and personal effects, privately owned vehicles (POV) and other official property, supplies and equipment of the mission. To draft diplomatic notes requesting the permit of shipments to the Ministry of Foreign Affairs. The position also serves as assistant supervisor for the Customs & Shipping office and Supervisory Shipment Specialist when the Supervisory Shipment Specialist is out of the office.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) At least three years’ experience in customs and shipping field and familiar with air, sea, and land shipping procedures and Thai Government regulations; (3) Level III (Good working knowledge) speaking/reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (4) Must be able to operate Microsoft Office applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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FSN#2010/43 (T)

Visa Clerk

OPEN TO: All Interested Candidates

POSITION: Visa Clerk, FSN-5; FP-9 (Trainee)

OPENING DATE: May 14, 2010

CLOSING DATE: May 27, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Visa Clerk in the Consular Section located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Performs the full range of tasks required for the processing of nonimmigrant visa applications, including intake, prescreening, determining visa classification, data entering, taking applicants' ten-fingerprints, routing of application packages, printing visas, maintaining visa accountability records, quality control checking of printed visas, returning of the visaed passports to the courier passback contractor, scanning and filing of documents in accordance to the regulations. May be assigned for extended periods to concentrate on one or more of these functions.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of college or vocational school; (2) At least one year of office or similar experience in data management, records, application of regulatory material and/or customer service; (3) Must complete or demonstrate ability to complete the FSI consular courses before being eligible for the full performance level; (4) Level III (Good working knowledge) speaking/reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (5) Possess general office procedure skill, basic mathematical skills, computer skills and , including fast, accurate typing; (6) Must have excellent interpersonal skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 27, 2010

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FSN#2010/43
Visa Clerk

OPEN TO: All Interested Candidates

POSITION: Visa Clerk, FSN-6; FP-8

OPENING DATE: May 14, 2010

CLOSING DATE: May 27, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Visa Clerk in the Consular Section located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Performs the full range of tasks required for the processing of nonimmigrant visa applications, including intake, prescreening, determining visa classification, data entering, taking applicants' ten-fingerprints, routing of application packages, printing visas, maintaining visa accountability records, quality control checking of printed visas, returning of the visaed passports to the courier passback contractor, scanning and filing of documents in accordance to the regulations. May be assigned for extended periods to concentrate on one or more of these functions.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of college or vocational school; (2) At least one year of office or similar experience in data management, records, application of regulatory material and/or customer service; (3) Must successfully pass the FSI consular correspondence course ; (4) Level III (Good working knowledge) speaking/reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (5) Possess general office procedure skill, basic mathematical skills, computer skills and , including fast, accurate typing; (6) Must have excellent interpersonal skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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